



Application for Taxicab Certificate of Public Necessity and Convenience (CPNC) Instruction Sheet

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

Submit as attachment #1: A letter from the for hire vehicle company under which the CPNC will be operating.

Submit as attachment #2: Proof of Citizenship or permanent residence.

Acceptable Documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Residence Card.

Submit as attachment #3: Proof of Residency for a period greater than six (6) months.

Acceptable Documents: Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

Submit as attachment, if applicable, #4: If applying as a corporation, partnership, or LLC, applicant must submit a certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office, and the name(s) and position(s) of all officers. If operating as a corporation, association or partnership, all of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

Submit as attachment #5: Proof of insurance. **25,000/50,000/25,000**

Acceptable Documents: Certificate of Liability Insurance / Declaration Page

Submit as attachment #6: Vehicle Registration

Submit as attachment #7: CPNC Special Inspection Form.

Submit as attachment #8: City of New Orleans Occupational License.

Submit as attachment #9: Consent Form

**DRUG SCREENING, FEDERAL BACKGROUND CHECK, AND PROOF OF
RESIDENCY ARE REQUIRED FOR EACH APPLICANT.**

****You are encouraged to familiarize yourself with New Orleans City Code Chapter 162****

A copy may be obtained online at www.municode.com.

NOTICE: An applicant shall not be eligible for a CPNC if he/she does not meet or maintain the following requirements:

- (1) Be at least 18 years of age.
- (2) Be a citizen or permanent resident of the United States.
- (3) Currently reside in this parish and/or in the contiguous parishes of Jefferson, St. Bernard, St. Tammany, Plaquemines, or in the noncontiguous parishes of St. Charles, St. John the Baptist, or St. James, for a period greater than six months. Should the applicant reside in one of the listed contiguous or noncontiguous parishes, a duly designated agent for service of process must be provided to the director of the taxicab and for hire vehicle bureau.
- (4) Shall never have been convicted anywhere under the laws of this state or any other state or of the United States of the offense or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics.
- (5) Shall never have been convicted of multiple felony offenses.
- (6) Shall not have been convicted of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within five years of the date of filing an application; nor shall the applicant have served any part of a sentence thereof within five years before the date of filing such application.
- (7) In order to obtain or maintain a CPNC, the applicant, CPNC holder, or someone working on his/her behalf must not offer or give any gift or gratuity to any employee, representative, public servant, or member of the Bureau.
- (8) Any vehicle which has ever been issued the title class of either “salvage”, “rebuilt”, “junk”, “total loss”, “reconditioned” or any equivalent classification; any vehicle previously used as a taxicab or law enforcement vehicle, in any jurisdiction, may not be placed in service as a for-hire vehicle.
- (9) No licenses shall be granted if the applicant fails to meet the requirements of Chapter 162 of the New Orleans City Code (“Chapter 162”) or if the applicant provides the Bureau with false, misleading or incomplete information. Licenses issued on the basis of material false, misleading or incomplete information furnished by the applicant may be revoked by the director of the department of safety and permits.

Applicant’s Initials

- (10) All CPNC holders, except special charter CPNC holders, must maintain a business office with a telephone number in the parish. All holders shall notify the Bureau of the name and address of its representative to receive service of process. If the holder is a corporation, the corporation shall inform the Bureau of its registered agent for service of process in conformity with the provisions in La. C.C.P. Article 1261.
- (11) The CPNC holder shall apply for and obtain an **annual renewal** of the CPNC upon payment of a fee of \$150.00 and provision of evidence that the holder continues to possess the necessary qualifications for holding a CPNC. **This fee shall be paid by the last day of the month of January. A CPNC renewal that is submitted in February shall be subject to an additional \$150.00 delinquency penalty. A CPNC renewal submitted in March shall be subject to an additional \$300.00 delinquency penalty. A CPNC shall not be renewed after March 31.**

**** If operating as a corporation, association or partnership, all of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.****

- a. All changes of officers who have submitted applications for a taxicab or for hire vehicle certificate shall be reported to the taxicab and for hire vehicle bureau within ten (10) working days of such change, and such new officers, partners or other executive managing personnel shall individually file applications within that time. The failure to certify within such time or to possess the qualifications required of the individuals under this article shall be cause for the suspension of all permits held by such corporation, association, or partnership.

Applicant's Initials

Specific causes for suspension or revocation.

(1) The Director of the department of Safety and Permits, or a duly designated agent, is hereby given authority to suspend for a period not exceeding 90 days or revoke, pursuant to the applicable procedure, any CPNC for due cause whenever such party has to his/her discredit one of the following:

- a. Conviction in any court for violating any of the disqualifying provisions of Chapter 162;
- b. Finding by the Bureau after administrative hearings that the holder of the CPNC has failed to comply with the provisions of this chapter;
- c. A combination of convictions in any court and/or suspensions totaling five within one year;
- d. Operation of a vehicle regulated by the provisions of Chapter 162 when the operator's permit is under suspension;
- e. Investigation by the Bureau revealing that the permit holder falsified or concealed information which would have disqualified such applicant as a recipient of a permit under Chapter 162.

Applicant's Initials



Taxicab and For-Hire Vehicle Bureau

APPLICATION FOR TAXICAB CPNC

Do you currently hold a CPNC(s)? _____

If yes, how many CPNC(s) do you hold? _____

Is this a new CPNC company? _____

Are you currently licensed as a City of New Orleans taxicab driver? _____

If yes, how long have you been a licensed taxicab driver? _____

Are you currently a licensed City of New Orleans Taxicab Company? _____

If yes, what is the name of the licensed Taxicab Company? _____

How many CPNC(s) are you applying for? _____

Will this CPNC(s) be used for an alternative fuel vehicle? _____

Will this CPNC(s) be used for a wheelchair accessible vehicle? _____

2. APPLICANT INFORMATION:

(A) APPLICANT IDENTIFICATION:

1. Applicant's Name _____

Residence or Business Address: _____

City, State, Zip Code: _____

Applicant's Contact Number: _____

Alternate Phone: _____

Email Address: _____

Date of Birth (if individual) _____

EIN Number or Social Security Number: _____

Driver Permit Number (if applicable): _____

2. **DISCLOSURE –TO BE COMPLETED BY ALL APPLICANTS.**

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial or equitable interest as defined by law in the CPNC(s).

Financial Interest¹ - An interest equated with money or its equivalent. Any person having a monetary interest in the CPNC must be disclosed. Example: A person who owns shares in the CPNC or any part of the CPNC or is in the process of buying the CPNC has a financial interest.

Beneficial Interest - Any person, who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

Legal Interest - This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

Equitable Interest - This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

¹ The inclusion of any reference to a financial interest, beneficial interest, legal interest, or equitable interest is not a concession that the City considers a CPNC a property right.

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

Full Name_____

Type of Interest_____ Description of Interest_____

Residence Address_____

City, State, Zip_____

Home Phone_____

Date of Birth_____

Social Security Number_____

LIST ALL OTHER INDIVIDUALS WITH AN INTEREST ON A SEPARATE SHEET.

3. Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

YES []

NO []

(B) CRIMINAL HISTORY:

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses equivalent thereto homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of one of the following offenses: pandering, prostitution, soliciting for prostitution, or illegal possession or use of narcotics within five years preceding this application?

YES []

NO []

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION

Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a for-hire vehicle was employed, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving violence against a law enforcement officer or are an habitual violent offender under Louisiana Statutes?

YES []

NO []

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you ever been charged, pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime not already stated within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each and attach supporting documentation:

NAME	CHARGE	DATE	COURT & LOCATION
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(C) **Transportation Experience:**

Do you hold any interest (legal, equitable, or beneficial, financial, shareholder, ownership or otherwise) in any City of New Orleans CPNC(s)?

YES [] NO []

If yes, complete the following for each and attach supporting documentation:

Have you ever had a City of New Orleans vehicle for hire operator's license suspended or revoked?

YES [] NO []

If yes, complete the following for each and attach supporting documentation:

Has your authority for vehicle for hire services ever been revoked or suspended by the State of Louisiana Department of Motor Vehicle Services?

YES [] NO []

If yes, complete the following for each and attach supporting documentation:

Do you have any unsatisfied civil penalty or civil judgment pertaining to for-hire vehicle operations?

YES [] NO []

If yes, complete the following for each and attach supporting documentation:

Have you ever been enjoined by a court of competent jurisdiction from engaging in the for-hire vehicle business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 162?

YES [☐] NO [☐]

If yes, complete the following for each and attach supporting documentation:

3. APPLICANT CERTIFICATION

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED _____, who, being by me first duly sworn, deposes and says, that he/she is the applicant in the forgoing application, and that the statements made herein and attached hereto are true and correct, grants authority to City of New Orleans Taxicab and For-Hire Vehicle Bureau to verify the information contained herein, understands that the Bureau reserves the right to deny this application based upon the misrepresentation; alteration; omission; incompleteness of material fact; or for any of the reasons set forth in New Orleans City Code Chapter 162 and agrees to comply with all provisions and requirements of New Orleans City Code Chapter 162, should this application be approved.

Signature of Applicant

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

Print, or Type, and Stamp Commissioned

Signature of Notary Public

Name of Notary Public

Personally Known _____ Or Produced Identification _____ My Commission Expires:

Type of Identification Produced _____

CPNC ISSUANCE SPECIAL INSPECTION FORM

New Orleans City Code § 162-379(a), states: "Every taxicab and for-hire vehicle shall be submitted by the CPNC holder thereof for mechanical inspection as follows: (1) upon initial issuance of the certificate of public necessity and convenience and before placing the vehicle in service;

C.P.N.C. Vehicle Information

Company Name: _____

CPNC: _____

Vehicle Make: _____

Vehicle Model: _____

Vehicle Year: _____

VIN: _____

Please check and initial the appropriate answers below:

Has this vehicle ever been issued the title class "salvage", "rebuilt", "junk", "total loss", "reconditioned" or any equivalent? Yes _____ No _____

Has this vehicle ever been used as a taxicab in another jurisdiction?
Yes _____ No _____

Has this vehicle ever been used as a law enforcement vehicle?
Yes _____ No _____

CPNC Holder's Signature Date

CPNC Holder's Signature Date

CPNC Holder's Signature Date

Vehicle Passed Inspection ☐ Yes ☐ No

Date of Inspection _____ Money Order/Cashier's Check Number _____

TFHB Investigator _____

**NOTE: VEHICLE MUST MEET ALL INSPECTION REQUIREMENTS BEFORE CPNC ISSUANCE IS APPROVED.
PLEASE ENSURE THIS FORM IS COMPLETED BY A TFHB INVESTIGATOR DURING THE HOURS LISTED BELOW.**

INSPECTION HOURS

TUESDAY 8AM – 11AM * SATURDAY 8AM – 11 AM



Taxicab and For Hire Vehicle Bureau

Consent Form

I hereby authorize the City of New Orleans, Taxicab and For Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me, which may be in any national, state, or local criminal justice agency(ies) in the United States of America.

Full Name (Please Print Only)

Address

City

State

Zip Code

Race

Sex

DOB

I further state that I have/have not been convicted, paroled or placed on probation.

The following Yes/No answers are correct concerning my criminal history.

Have you been charged or convicted of the following offenses:

	Yes	No
Criminal Homicide	<input type="checkbox"/>	<input type="checkbox"/>
Robbery	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Assault	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>
Rape	<input type="checkbox"/>	<input type="checkbox"/>
Child Molestation	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Battery	<input type="checkbox"/>	<input type="checkbox"/>
Suspended License	<input type="checkbox"/>	<input type="checkbox"/>
Disorderly Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Driving Under the Influence (DUI)	<input type="checkbox"/>	<input type="checkbox"/>
Kidnapping	<input type="checkbox"/>	<input type="checkbox"/>
Leaving the scene of an accident	<input type="checkbox"/>	<input type="checkbox"/>
Felony involving motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Any law involving theft/violence	<input type="checkbox"/>	<input type="checkbox"/>
Any sale, possession, or distribution of narcotics or drugs	<input type="checkbox"/>	<input type="checkbox"/>
Pandering, prostitution, solicitation for prostitution	<input type="checkbox"/>	<input type="checkbox"/>

Social Security Number

Signature

Date

This authorization is valid for 365 days from the date of signature.